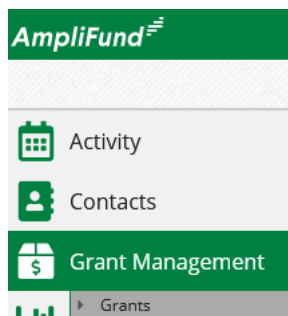


## DYTI – Expenses & Reimbursement

**Browser:** Log into AmpliFund, <https://ne.amplifund.com> using Google Chrome, Mozilla Firefox, or Microsoft Edge.

To navigate to the Award screen:

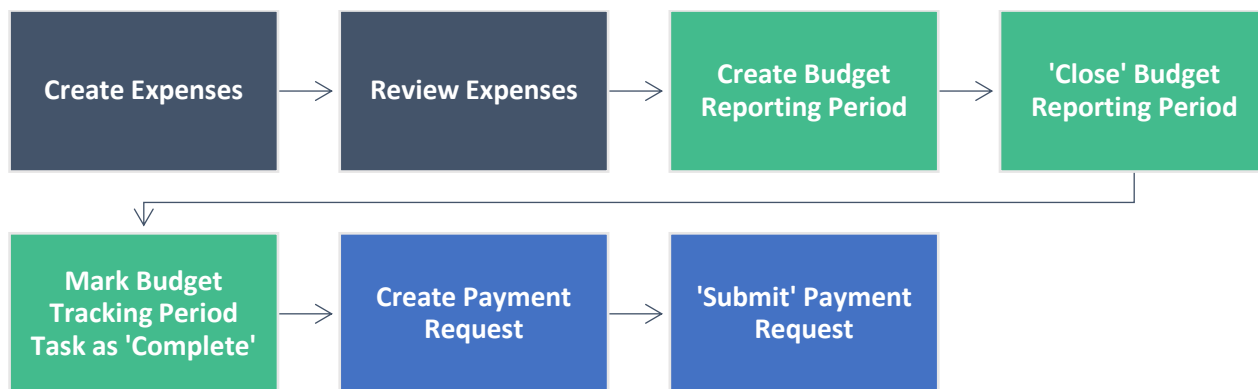
From the AmpliFund Home Screen > Grant Management (left navigation) > Grants > [Choose Your Grant]



Name	Grantor	Award Status
DED Demo	Nebraska Department of Economic Development	Approved

### Summary

Every month, you will be able to complete a Budget Reporting Period and a Payment Request. Multiple Budget Reporting Periods can be combined into one Payment Request. Payment Requests should only be submitted when requesting a reimbursement amount.

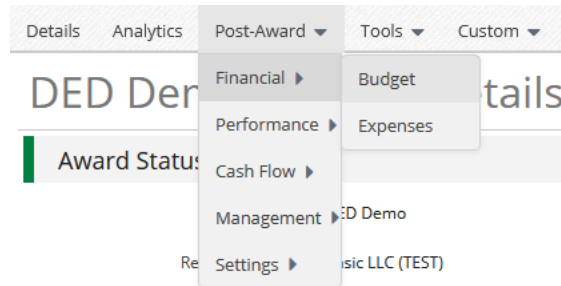


If you do not have any expenses during a Budget Reporting Period time frame, you can close a Budget Reporting period with \$0 in expenses.

You will add expenses in order to track against your Budget.

## Budget

To see your budget: Award Screen > Post-Award > Financial > Budget



Select **Match** below the options to view the **Match** column.

Details Analytics Post-Award Tools Custom

### DED Demo – Budget

Start: 8/1/2020 End: 6/30/2022

**Budget View Settings**

**Options**

☐ Grant Year ☐ Responsible Individuals ☐ GL Accounts ☒ Match

Budget	Grant Funded	Match	Total Cost
<b>Expense Budget</b>			
<b>Equipment &amp; Supplies</b>			
Equipment & Supplies \$	\$24,250.00	\$7,500.00	\$31,750.00
Subtotal	\$24,250.00	\$7,500.00	\$31,750.00
<b>Marketing</b>			
Marketing \$	\$750.00	\$0.00	\$750.00
Subtotal	\$750.00	\$0.00	\$750.00
<b>Staff &amp; Personnel</b>			
Staff & Personnel \$	\$5,000.00	\$0.00	\$5,000.00
Subtotal	\$5,000.00	\$0.00	\$5,000.00
<b>Total Expense Budget Cost</b>	<b>\$30,000.00</b>	<b>\$7,500.00</b>	<b>\$37,500.00</b>
<b>Revenue Budget</b>	<b>Grant Funded</b>	<b>Match</b>	<b>Total Revenue</b>
<b>Overall Award Information (Award Details tab)</b>			
<b>Grant Funding</b>			
Awarded Amount	\$30,000.00		\$30,000.00
Subtotal	\$30,000.00		\$30,000.00
<b>Match</b>			
Cash Match		\$5,000.00	\$5,000.00
In-Kind		\$2,500.00	\$2,500.00
Subtotal		\$7,500.00	\$7,500.00
<b>Total Revenue Budget Cost</b>			<b>(\$37,500.00)</b>
<b>Total Overall Budget Cost</b>			<b>\$0.00</b>

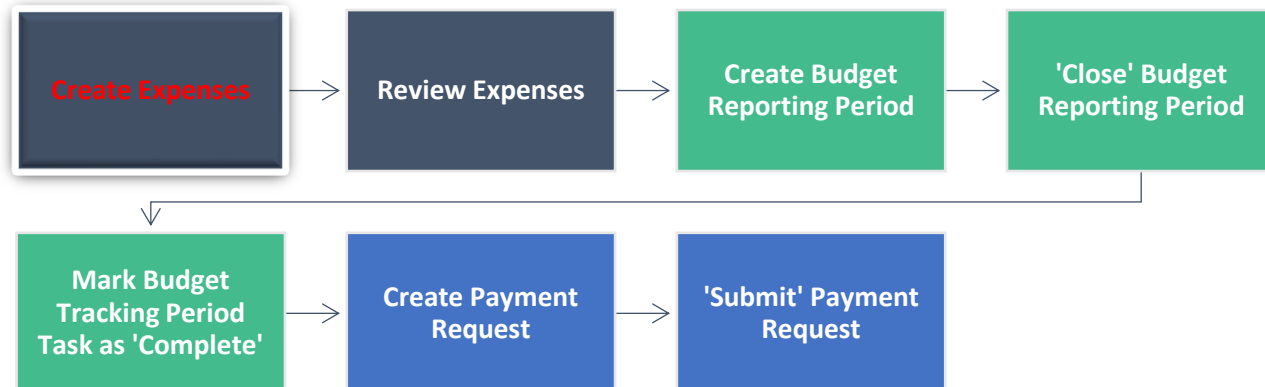
**\$30,000 from the Grant**

**\$5,000 from Cash Match**

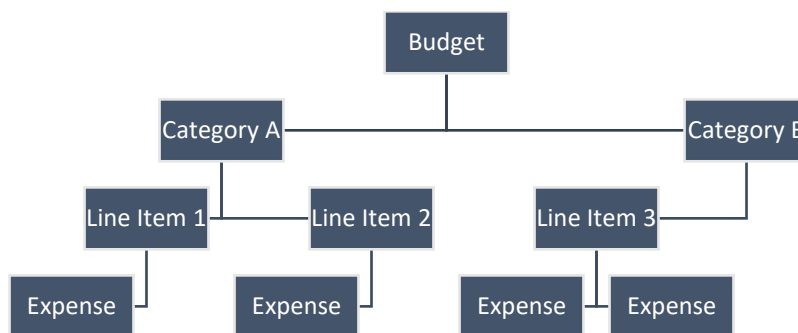
**\$2,500 from In-Kind Match**

**Line Item Information**

## Create Expenses

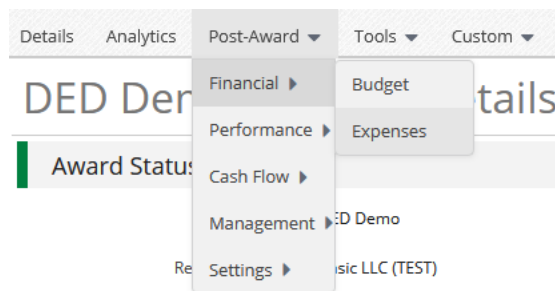


In AmpliFund, expenses will be allocated to line items. Line items will be allocated to Budget Categories.



There are three ways to access the pages necessary for Expense creation:

1. Activity (left navigation) > Expenses
2. Award Screen > Post-Award > Financial > Expenses
3. Award Screen > Post-Award > Financial > Budget > click the **\$ icon** next to a line item



From the Expense page, click the **+** icon to add an expense.



**NOTE:** Going over in Cash Match per Category is allowable.

## General tab

The expense window will appear where you can add an expense record.

### Add Expense

General

Financials

Attachments

Grant

DED Demo

Category

Equipment & Supplies

Line Item

Equipment & Supplies

Item Type

Non-Personnel Line Item

Direct Cost\*

\$1,400.00

☐ Exclude From Match

Responsible Individual

John Doe

Created By

nded.research+1@gmail.com

Expense Date\*

3/10/2021

Expense Status

Reviewed

Payee

Other

Select Payee...

Create New

Description

Invoice 3140

Create

Cancel

← 'Reviewed' expenses will automatically pull into Budget Reporting Period.

**Category** – [Choose the category in the dropdown menu.]

**Line Item** – [Select Line Item. Dropdown is pre-populated from what line items are in the chosen category.]

**Direct Cost** – [Enter the amount for the eligible Total Cost of the Expense. (Grant Funds + Match)]

**Exclude From Match** – [Select if all of the cost is covered by Grant Funds (\$0 Match), or you can enter \$0 for Match on the Financials tab.]

**Expense Date** – [Select the Date of the Expense.]

**Expense Status** – Reviewed.

**NOTE:** An expense must be marked as **Reviewed** in order for it to appear in a Reporting Period.

**Payee** – Optional.

**Description** – Optional. Add in any details you would like to record.

## Financials tab

### Add Expense

General

Financials

Attachments

Grant Funded	\$675.00			
Match Amount	\$725.00			
Direct Cost	\$1,400.00			

Automatically update based on what is entered on General tab's Direct Cost field and Match amount below.

	Amount		Match Amount
Cash Match	25.00 %	Dollar Percentage	\$225.00
In Kind	\$500.00	Dollar Percentage	\$500.00

GL Account

Click to toggle between Dollar Amount and Percentage Amount

Create Cancel

**Cash Match Amount** – [Toggle from Dollar or Percentage. Enter the Cash Match for this expense. If this expense has no cash match, enter \$0 or 0 percentage.]

**In Kind Amount** – [Toggle from Dollar or Percentage. Enter the Cash Match for this expense. If this expense has no in kind match, enter \$0 or 0 percentage.]

**Grant Funded** – Auto calculate based what is entered in the Direct Cost and Match Amount.

**Direct Cost** – Auto populate from General tab.

## Attachments tab

### Add Expense

General

Financials

Attachments

Upload File(s)

Choose file(s)

Invoice\_3140.jpg

Create Cancel


You will attach your **Source Documentation** here. **Source Documentation** includes: receipts, invoices, etc.

Click **Create** to add that expense.





## Edit Expenses

To edit an expense after creation, click the **Pencil icon** next to the description, make changes, and click **Save**.

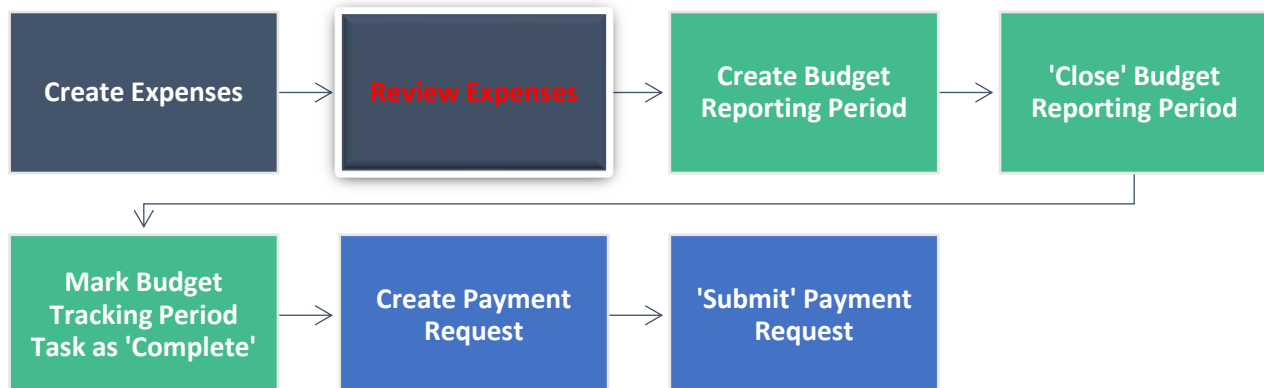
**NOTE:** Expenses with an Expense Status of 'Closed' cannot be edited.

<input type="checkbox"/> Select All	Expense Date	Description	Expense Status
<input type="checkbox"/>	3/10/2021	Invoice 3140 	Reviewed

To delete an expense or more than one, select the expense row(s) then click the **Trashcan icon**.

All Expenses			
Actions + ✓  			
<input type="checkbox"/> Select All	Expense Date	Description	Expense Status
<input checked="" type="checkbox"/>	3/10/2021	Invoice 3140 	Reviewed
<input type="checkbox"/>	3/21/2021	Invoice 1123 	Reviewed

## Review Expenses (Before Closing Reporting Period)



You will want to double check the expenses in the Reporting Period before the Reporting Period is closed. To do this, you'll want to review the 'Reviewed' expenses.

Award Screen > Post-Award (tab) > Financial > Expenses

**Time Frame:** Custom (Reporting Period as the Start Date and End Date most likely, unless you have reviewed expenses during the time frame from already closed reporting periods)

**Grant:** [Choose Grant]

**Category:** Leave this as 'Select a Category' to see them all. You can filter further if you need to.

**Line Item:** Leave this as 'Select a Line' Item to see them all. You can filter further if you need to.

Click **Run**. This will now list all expenses from your filtering criteria.

Run

## Grant – Expenses

Filter By	Options
Time Frame: All	<input type="checkbox"/> Grant Start Date
Grant: DED Demo	<input type="checkbox"/> Grant End Date
Category: Select a Category	<input type="checkbox"/> GL Account
Line Item: Select a Line Item	<input checked="" type="checkbox"/> Line Item
	<input type="checkbox"/> Project
	<input checked="" type="checkbox"/> Total Budgeted
	<input type="checkbox"/> Responsible Individual
	<input type="checkbox"/> Created By
	<input type="checkbox"/> Created Date
	<input type="checkbox"/> Grant Name
	<input type="checkbox"/> Payee
	<input checked="" type="checkbox"/> Budget Category
	<input checked="" type="checkbox"/> Total Expensed
	<input checked="" type="checkbox"/> Total Remaining
	<input checked="" type="checkbox"/> Cash Match
	<input checked="" type="checkbox"/> In Kind
	<input type="checkbox"/> Grant Record ID

Run

You can click into the expenses (clicking the green description name), if it is easier, to view and read the description.

**Expense Status:** The ones that are a part of the reporting period are 'Reviewed'. 'Closed' Expenses have already been submitted to Reporting Periods.

**Budget Category:** What the line item is tied to.

**Line Item:** What the Expense is tied to in the category.

**Total Budgeted** – The total Budgeted amount for that line item.

**Total Expensed** – The total Expensed amount for that line item.

**Total Remaining** – The following formula for that line item: Total Budgeted – Total Expensed

**Cash Match:** Cash Match Amount for that Expense.

**In Kind:** In Kind Match Amount for that Expense.

**Amount:** Expense's Direct Cost (Grant Funded + Cash Match amount)

## AmpliFund Reports to Track Expenses

### Total Expenses per Category

To view your total expenses that have been entered (not necessarily approved):

Go to **Grant Management > Grants > [Choose the Grant]**. Click on the **Analytics** tab

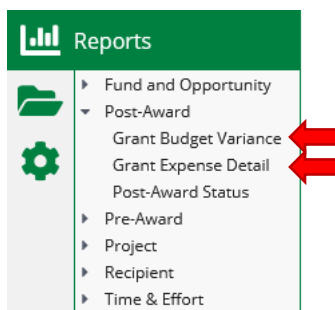


## DED Demo – Award Details

View the Category Budget graph at the bottom.

### Standard Reports

Go to Reports (left navigation) > Post-Award > [Choose Report]



Additional Filters (such as date and Grant) are on the right side.

Export this report on the left side. Select the down arrow, and choose the export type.

### Grant Budget Variance

Summarizes the budgeted and actual expensed amounts (line items and category totals). Includes all expenses, not necessarily approved expenses.

This report will show you if you still need to use Cash Match in a category.

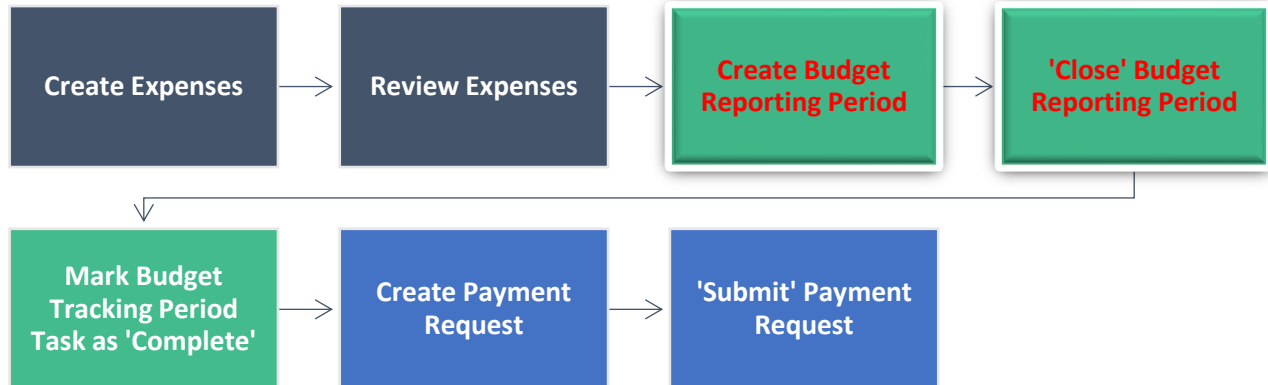
### Grant Expense Detail

Lists entered expenses, instead of having to search in the **Grant Expenses** section (Grant Management) > Grants > [Choose Grant] > Post-Award > Financial > Expenses).

Includes all expenses, not necessarily approved expenses.



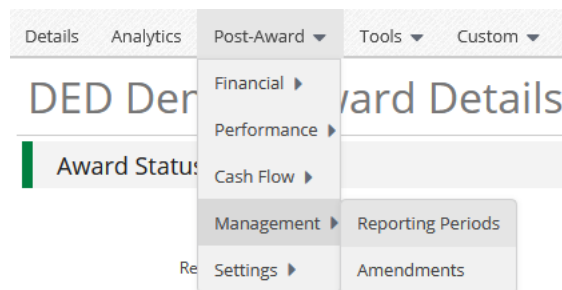
## Create Budget Reporting Period



**NOTE:** You can submit a Budget Reporting Period with no expenses if you do not have expenses during that time frame. You can also submit a Budget Reporting Period with only Cash Match expenses.

Reporting Periods can be accessed in two ways:

1. Activity (left navigation) > Reporting Periods
2. Award Screen > Post-Award > Management > Reporting Periods



Click the + icon (top right) to start a Reporting Period.



Select **Expenses**, the **Time Period** for the report, and click **Save**.

### Reporting Periods

Which grant would you like this closeout to apply to?

DED Demo

What types of reporting periods would you like to include?

☒ Expenses

☐ Achievements

What period of time would you like to close?

Select a time period...

Cancel

Save

Overall Expense Details

Total Awarded Amount \$30,000.00

Total Expense Amount for Period ⓘ \$2,400.00

Number of Unreviewed Expenses 0

Review the Reporting Period in the **Overall Expense Details** section.

**Total Awarded Amount:** This is your total grant funded amount.

**Total Expense Amount for Period:** This will include grant funded + match expenses that have been marked as 'Reviewed' during this Reporting Period.

The number Expenses that have been entered and not marked as Reviewed will appear in the **Number of Unreviewed Expenses** field. Please click on the number and ensure all expenses that need to be included in the Reporting Period have been marked as Reviewed.

**Comments:** *Optional.*

**Attach Documentation:** *Optional.*

You will not need to upload your documentation here; it is on your individual expenses.

**Expense Analytics:** Not applicable; it takes the total in your categories and divides it by the number of months (periods). This is not accurate with how we allocate money.

**Expense Closeout:** Keep this as 'Select All'. Expenses need to be 'closed' in order to show up in the Payment Request. Like the 'Expense Analytics' section, the 'Budgeted Amount' column is not applicable.

If you are ready to submit your Reporting Period to Nebraska DED, click **Close**.

If you wish to save progress but not submit to Nebraska DED click the **Save** button.

You cannot edit Reporting Periods after they have been 'Closed'. If you need to edit an expense from a 'closed' reporting period, contact your Program Manager.

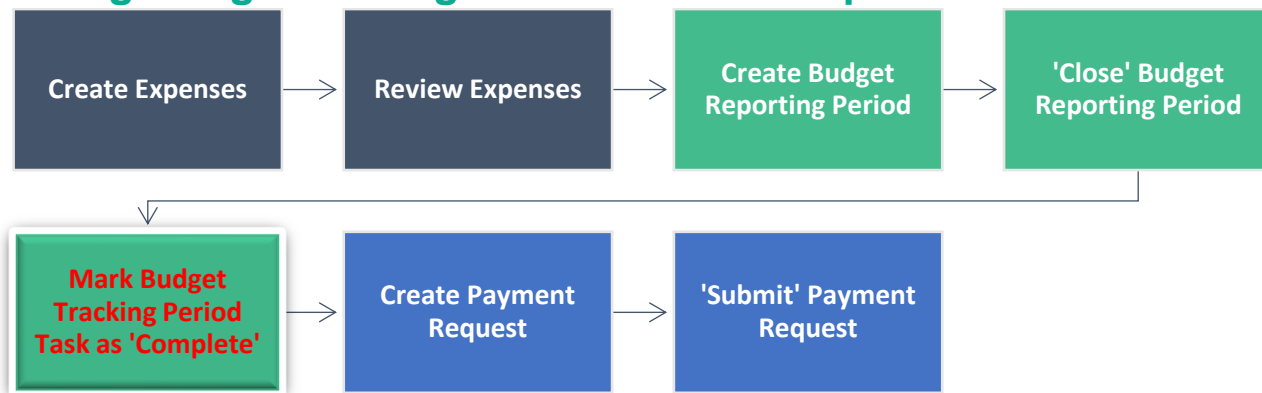
CancelCloseSave

## Found Expense After Reporting Period Is Closed

If you have an item that should have been included in a previous Reporting Period, include it in the most recent Reporting Period you can. The date of the expense can be from a 'Closed' Reporting Period. If it is marked as 'Reviewed' it will roll-up into the next one.

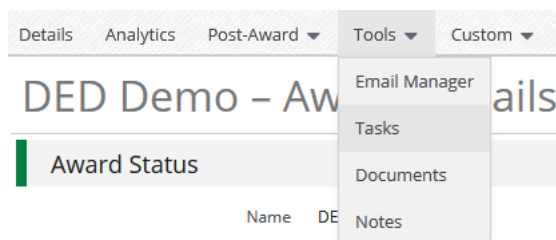
EXAMPLE: January's Reporting Period has been 'Closed'. However, in February, you found you did not enter a January expense, "Expense B". When you create the Reporting Period for February, Expense B will roll-up into the current reporting period as long as it has been marked 'Reviewed' (even though it has a January date).

## Marking Budget Tracing Period Tasks Complete



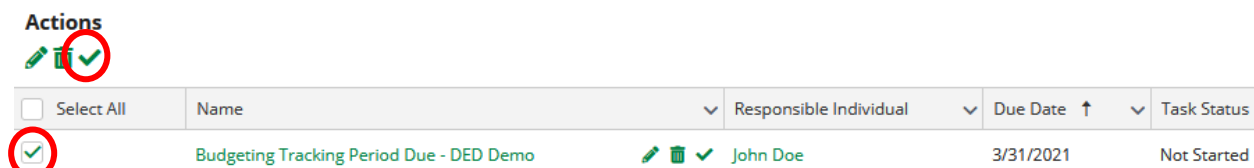
There are 2 ways to navigate to Tasks.

- Activity (side navigation) > Tasks
- AmpliFund home screen > Grant Management > Grants > [Click the link to your Grant] > Tools > Tasks

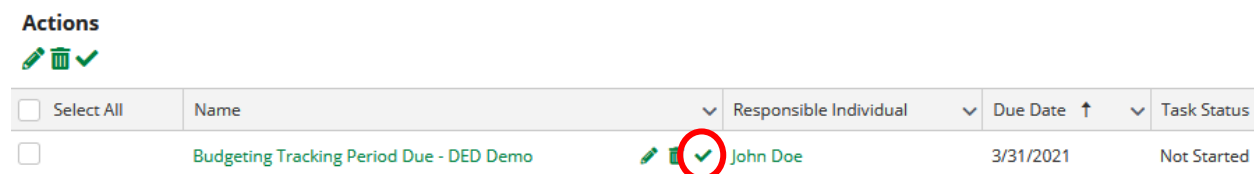


Mark the Tasks you are done with as 'Complete':

- Select Goals that you wish to mark complete, then click the **Mark as Complete** action.



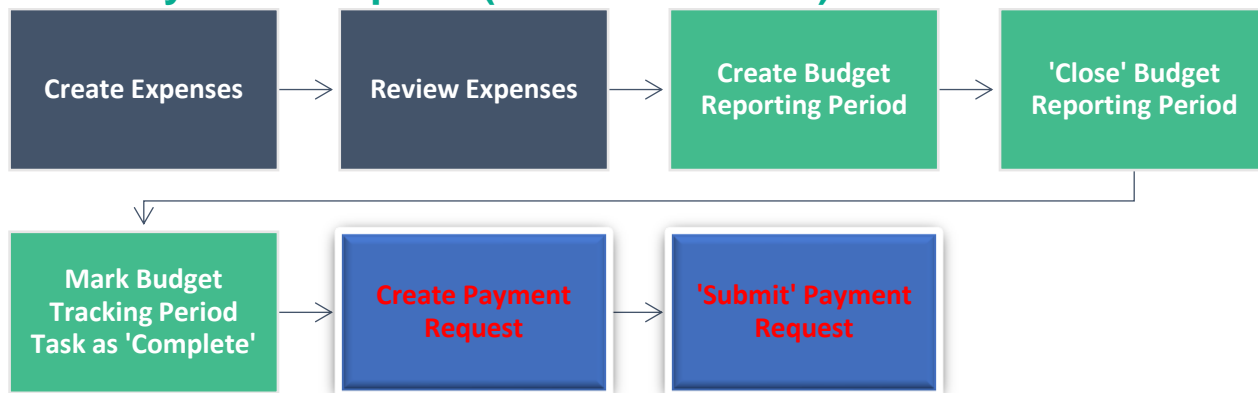
- Individually click the **Mark as Complete** action on the individual Task.



- Click into the action, and click the **Mark as Complete** action in the top right.



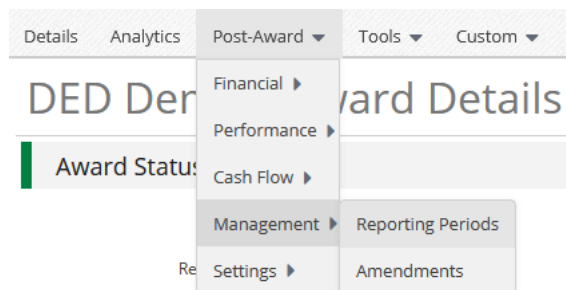
## Create Payment Request (Reimbursement)



**All Payment Requests must be associated with Budget Reporting Periods. The most frequent Budget Reporting Periods can be completed is once a month. Multiple Budget Reporting Periods can be combined into one Payment Request.**

After the Reporting Period is 'Closed', a Payment Request can be created. Navigate to your Reporting Periods. There are 2 ways from the Reporting Period, and 1 way directly from the Payment Request area.

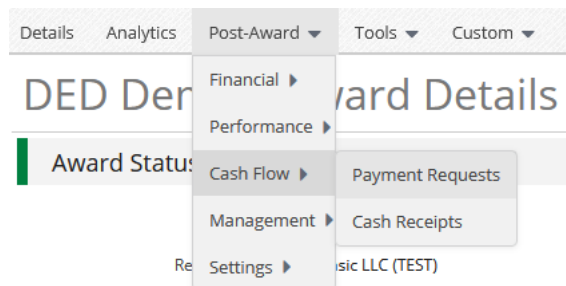
1. Activity (left navigation) > Reporting Periods > Closed
2. Award Screen > Post-Award > Management > Reporting Periods



- a) Next to the Reporting Period that you just closed, there is a money icon, click that to start the Payment Request.

Reporting Period Start Date	Reporting Period End Date	Reporting Period Type	Status
3/1/2021	3/31/2021	Budget	Closed
2/1/2021	2/28/2021	Budget	Closed

3. Award Screen > Post-Award > Cash Flow > Payment Requests > + icon (top right)



**Payment Request Information**

Payment Request Name\*

Date Created\*

Related Reporting Period(s) 

Period ending 3/31/2021 ✕

Period ending 2/28/2021 ✕

Payment Type 

Reimbursement ▼

Payment Request Status Not Submitted

This will combine multiple Reporting Periods for 1 Payment Request if you select more than 1.

**Payment Request Name:** Payment Request #X

**Date Created:** Today's date (date you are requesting payment)

**Related Reporting Period(s):** Make sure all available reporting period(s) are chosen. Select the multiple reporting periods so it will auto populate the category amounts.

**Payment Type:** Reimbursement

**NOTE:** Contact your Program Manager for them to 'Reject' your Budget Reporting Periods if you need to edit your Grant Funded and Match fields in your expenses. You will not be able to edit a 'Closed' expense.

### Costs

Auto populates what has been entered as expenses in Reporting Periods. Do not adjust these amounts or add additional categories. Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.

Costs	
Equipment & Supplies	\$2,400.00
Marketing	\$250.00
Additional Expenses	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">Select budget categories... ▼</div>
Net Costs	\$2,650.00

### Contributions

Auto populates what has been entered as expenses in Reporting Periods. Verify there is not an Adjusted Match Contribution field. Adjusted Payment Requests will not be approved if they don't match expenses from Budget Reporting Periods.


### 'Adjustments'

Verify that there is not an **Adjusted Match Contribution** or **Adjusted (Category Name)** field in the Financial Detail section. The adjustment field appears if you click on the edit pencil next to the **Cost category amount** or the **Contributions Match field**.

#### Example




If you accidentally click here the edit pencil.

### Contributions

Match Contribution \$725.00   
Net Contribution \$725.00

The adjusted field will appear. To remove it, click the green trashcan.



### Contributions

Match Contribution \$725.00   
 Adjusted Match Contribution \$0.00   
Net Contribution \$0.00

If 0 is entered, it means that the Match is \$0, not none, and will adjust the Net Contribution.

### Contributions

The Adjusted field is  
incorrectly adjusting the Net  
Contribution as a result.

Match Contribution \$725.00   
Adjusted Match Contribution \$0.00   
Net Contribution \$0.00

**NOTE:** This has the same affect to Net Costs if the adjusted field is entered on Cost Categories.

## Totals

Net Costs – Net Contributions

**Requested Amount:** [Enter the 'Net Total' amount] (Verify Net Costs and Net Contribution amounts are correct)

**Comments:** *Optional.*

**Upload File(s):** *Optional.*

Click **Submit** if you are done. Click **Create** if you want to submit later.

**Create** **Submit** **Cancel**

This will create an automatic email to DED that you have submitted this Payment Request.

## Payment Request Notification

You will receive an email notification when the Payment Request has either been 'Approved' or 'Rejected' by your Program Manager.